



DISAM



SAM-O Course Training Track--Exercise 1 Using the: ITM Web Site, SAN Training, TMS Lite, and the SAO Web System

14 July 2004

Note: This *Exercise/Guide* will show you: how to use the **International Training Management (ITM) Web Site**, how to download training data from the **Security Assistance Network**, how to use the **Lite Training Management System**, and how to use the **SAO Training Web** system. Please take your time and follow the *step by step* instructions that are provided.

1. Using the International Training Management (ITM) Web Site

The **International Training Management (ITM) Web Site** provides access to a very wide range of resource materials that cover the management of international military training. We suggest you create a shortcut on your duty station computer so that you can use this web site as a portal to access all other international training web sites. The internet address is; <http://www.disam.dsca.mil/itm>.

Double-click on the **ITM Web Site** shortcut.



International Training Management

A Web Site for International Military Training Managers
Involved in Security Cooperation Programs

Systems: [SAN](#) [I-SAN](#) [SCIP](#) All Intl Tng Web Sites: [Intl Tng Web Sites](#)
Intl Tng Orgs: [AFSAT](#) [CoGuard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [SATMO](#) [DLIELC](#) [DISAM](#) [DSCA](#) [CTF](#)
Catalogs: [AFSAT](#) [CoGuard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [DISAM](#) [ATTRS](#) [CANTRAC](#) [ETCA](#)

NEW SEARCH FUNCTION: Click on [SEARCH](#) to search for any item in this web site. [Instructions](#) for use of Search.

MEMORIAL to [Mr. John Auffrey](#)

NEW:
Army War College and Army Command and General Staff College -- [Final Allocations by Country](#)
The [AFSAT International Course Catalog](#) has just been hosted on an AFIT web site.
The [Regional Defense Counterterrorism Fellowship Program](#) web site has just been opened.
The [Marine Corps Security Cooperation Education and Training Center \(SCETC\)](#) web site is now up and running. SCETC is the new name of our Marine Corps Security Assistance training management office. See [18 Feb 04 Mar Corps Msg](#).
New Flash format on-line lesson -- [Security Assistance Training Management](#). Will need Macromedia Shockwave Player, which is available at http://sdc.shockwave.com/shockwave/download/download.cgi?8P5_Language=English
[DILS FAOs Sheets on Current Events](#) -- Iraq War, Guantanamo Detainees, Abu Ghraib, Intl Criminal Court
[DSCA Policy Memos -- Combined Education & Tng Prog Plan](#), [IMS and Social Security Numbers](#), [Use of SAN by SAOs and IMSOs](#), [Change to Use of SAN](#), [IMS Baggage Allowance Clarification](#),
New [AFSAT S.A. Training Program Users' Guide 2004](#)
[ASPA Suspended Countries List](#)

If you have not previously *read* the **International Training Management** Web Page, do so at this time. Be sure to *scan* the content of the large **red bordered box** so that you will get an idea of the overall content of the site.

Note: Many documents provided in the ITM web site require *Adobe Acrobat Reader* to view them. The ITM Home Page explains how to get *Adobe Acrobat Reader*.

International Training Management (ITM) Web Site Content

Scroll down to the **Red** menu box and, in the upper left corner:

Click on **References**. Click on **SAMM, Chapter 10 – International Training** and **JSAT, Chapter 10 -- Intl Mil Student Administration**. Click on **Back** to return to **References**. Scan the rest of the reference publication titles provided. Under **DSCA**, click on the **Expanded IMET Handbook** and the **S.A. Health Affairs Handbook**. These Handbooks are newly published. Click on **Back** until you return to the **International Training Management** page.

In the **red box**, click on **Messages**. Click on **Combined Education and Training Program Plan (7 May 2004)** and **Use of SAN by SAOs and IMSOs (9 Feb 2004)**. Scan the titles of other messages provided and remember this valuable collection of training policy. Click on **Back** until you return to the **International Training Management** page.

Click on **Articles**. Scan the titles of the articles that provide extensive coverage of international training subjects. Click on **International Student Guide to the American Culture (Dec 2000)**. This article is an excellent intercultural presentation for an international military student going to the U.S. Click on **Back** until you return to the **International Training Management** page.

Click on **Events--Dates**. Note the date of your upcoming Unified Command **TPMR** conference. Click on **Back** until you return to the **ITM** page.

Click on **Lessons** and under **SAM-O Overseas Course, 2b Training Automation Exercises**, click on **Exercise 1**. Do you recognize this exercise? Click on **Back** until you return to the **ITM** page.

Click on **Web Site Links** and scroll through this master list of all International Training web sites. Click on **Back** until you return to the **ITM** page.

Under **Training Programs** click on **Counterterrorism Fellowship Program** and click on the **Country Participation** link to see if your country can expect to have a CTF training program. Click on **Back** until you return to the **ITM** page.

Under **Automation**, click on **I-SAN** and **SCIP** and review the information provided on these systems. What is the *International SAN* and who uses it? Click on **Back** until you return to the **ITM** page.

Under **SAO**, click on **SAO Best Practices**. Examine one or two of the example documents provided. Click on **Back** until you return to the **ITM** page.

Under **Functional Areas**, click on **English Language Laboratories**, **Expanded IMET**, **Health Affairs**, and **Student Screening** and see the kind of functionally specific information that is provided. Click on **Back** until you return to the **ITM** page.

Other Important S.A. Training Links

In the first line, **Systems:** links are provided to the major systems you will be using.

In the second line, **Intl Tng Orgs:** click on **SATFA**, **NETSAFA**, **AFSAT**, **Marine Corps**, **Coast Guard**, **SATMO**, and **DLIELC**. These are the principle S. A. training organization web sites and provide a wealth

of information about training provided by those respective military services or organizations.

In the third line, **Catalogs:** links are provided to all of the MILSVC catalogs.

Click on the **Back** button as needed to return to the **International Training Management** page, so that you can go to the next web site.

Remember: If, at any time, the **Back** (or **Forward**) button is not *active* (grayed out), close the screen that is open by clicking on the **X** in the upper right corner of the screen to close that screen.

Searching for S.A. Training Web Sites

You *can* use the various **Internet Search** web sites to find our **S.A. Training** web sites.

For instance, *type* in the address for **Google**, <http://www.google.com> in your Browser's address block and *press* **Enter**.

Type in **DLIELC** in the Google search block and *click* on **Search**.

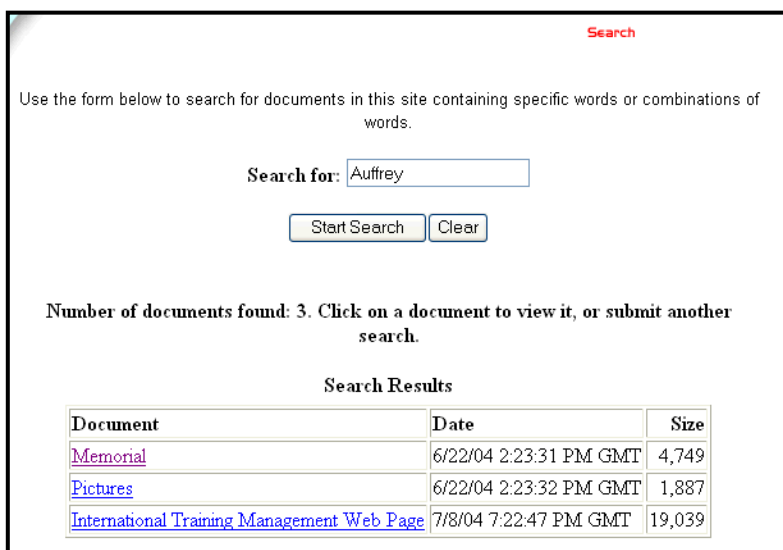
The first item found should be the **DLIELC Home** page, etc.

The point is, that the established Internet Search sites will also locate our military organizations, even our S.A. Training activities.

Type in "**International Training Management**", with quotation marks, and *click* on **Search**.

Searching within the ITM Web Site

Click on **SEARCH** in the **New Search Function:** line. *Type* in the **item** you wish to search for within the ITM web site. Example, *typing* **Auffrey** finds the several pages where Mr. John Auffrey's death is mentioned. *Using quotation marks* will limit the search to the exact expression.



Search

Use the form below to search for documents in this site containing specific words or combinations of words.

Search for:

Number of documents found: 3. Click on a document to view it, or submit another search.

Search Results

Document	Date	Size
Memorial	6/22/04 2:23:31 PM GMT	4,749
Pictures	6/22/04 2:23:32 PM GMT	1,887
International Training Management Web Page	7/8/04 7:22:47 PM GMT	19,039

2. Using the SAN to Access Training Management Items

Note: This section of the *Guide* will show you how to use the **Security Assistance Network (SAN) Training** function to view other valuable training information and have you enter accurate **User Information** on the SAN.

Log on the SAN

Note: The SAN Internet address is: <https://san.osd.mil/san/login>. Remember that there are two Internet addresses for the SAN. If you are not able to access the SAN at the previous address, particularly from an overseas location, try to access at the following .ORG address, <https://idss.ida.org/san/login>. Please note that the SAN is *simply a web site*, and as such, you can access it from *any computer* that has access to the Internet -- even from your computer at home. It is a secure site, in that access is controlled through user registration and transmissions to and from the *https* site are encrypted. Recently a test was run from an overseas, commercial business center. It was impossible to access any .MIL addresses (including the SAN .MIL address) but the above .ORG address (which is the same server as the .MIL address) could be accessed.

*Log on the **SAN Web**.* You may *click* on the **SAN shortcut** on your computer Desktop or *click* on the **SAN link** at the top of the **ITM Web Page**.

*Click on **Continue**.*

Changing Your User Information

*Click on **User Information** on the **SAN Web** main menu.*

*Click on **Change your user information**.*

If you have not entered complete **user information** as shown on the following page, ***please*** do so at this time. *Please follow the notes listed below and enter your personal information as explained.* You must enter this information carefully and accurately. The SAN is used today as a primary means of contacting international training managers. If you *do not* take the time to enter your personal information with accuracy and clarity, and keep it up to date, you are only hurting others who are trying to use the SAN to communicate within the S.A. community.

FORENAME	MR	FIRSTNAME	Mohamad	MIDDLE INITIAL	H	LASTNAME	Mikkawy
ORGANIZATION	OMC EGYPT		JOB TITLE	TRAINING ADMIN		OFFICE CODE	OMC-TNG

Note: Your password must be between 8 and 12 character in length and contain at least one upper-case, one lower-case, one digit and one special character.

USERNAME	MMIKKAWY	PASSWORD	••••••••	re-enter PASSWORD for verification	••••••••
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Note: Changing your SAN WEB login password here does not change your POP3 mailbox password. Click [here](#) to enter the pages to change your POP3 mailbox password.

*SAN AFFILIATION - ORGANIZATION	USCENTCOM
RESPONSIBILITIES	TRAINING ADMINISTRATOR

*COUNTRY/COMMAND	EGYPT - EG
or	
*LOCATION/SCHOOLHOUSE CODE	

MAILING ADDRESS	OMC EGYPT-TNG				
	UNIT 64901, BOX 29				
CITY OR LOCATION	APO	STATE	AE	ZIPCODE	09839

EXPRESS MAIL ADDRESS					
CITY OR LOCATION		STATE		ZIPCODE	

MESSAGE ADDRESS					
EMAIL ADDRESS	mmikkawy.eg@san.osd.mil				
COMMERCIAL PHONE	20-2-797-3979	FAX NUMBER	20-2-797-2273	DSN	725-1456X3979

Note: (All entries in CAPS except E-mail address)

1. Enter your Forename (Title), First Name, Middle Initial, and Last Name.
2. Enter your Organization (abbreviated), Job Title, and Office Code (if you have one).
3. Enter your Password twice – At least 8 chars: alpha (upper & lower case), numeric, and special.
4. Enter your SAN affiliation – normally CENTCOM, EUCOM, NORTHCOM, PACOM, SOUTHCOM, etc.
5. Enter your Country Code – two character code representing your Country. Click on Dropdown box and select.
6. Enter your office mailing address. Don't need to enter Express Mail Address.
7. Enter Message Address, if you know it.
8. Enter your primary office or work E-mail Address (in lower case). This should be the E-mail address that you will use on a daily basis.
9. Enter your Commercial, FAX, and DSN phone numbers

After making all entries, click on **Done** to save the changes.

Click on the **Back** button until you return to the **SAN Web** menu.

SAN Training Menu Functions

Click on **Training** on the **SAN Web** menu.

Training Plan Libraries--Be sure to open your Training Plan and print it

The Annual Training Plans that are submitted for the Combatant Command Training Program Management Reviews (TPMRs) are provided in separate Libraries.

Click on the **FY05 Training Plans** library.

Click on **List Items In FY05 Training Plans Library**.

Click on **Title**, column heading of first column. This will sort the plans in alphabetic order, which will make it easier to find your plan.

Find your **Country's Training Plan**. Some Country Training Plans were not uploaded by the Combatant Command training manager. An earlier plan may have been uploaded to a previous FY Library. If your plans have not been uploaded by the Combatant Command training manager (you submit them to the Combatant Command for approval), you might request him/her to be sure to upload them.

Click on your hyperlinked **Country Name.....plan**.

Click on **Download.....Plan**. Depending on how your Browser is set, the document will probably open automatically.

DO THIS! Print your **Training Plan** on the **Computer Lab 212B** printer.

Click on **Back** until you return to the **Main Training Menu**.

International Training Points of Contact

Click on **Int'l Training POCs** and send that document to the printer. This listing of principal international training POCs, is kept current for you at this site on the SAN.

Click on **Back** until you return to the **Main Training Menu**.

MILDEP Country Program Managers

Click on **MILDEP Country Program Mgrs** to get an up to date listing of all Country Program Managers (CPMs) at each Military Service international training agency. Please note that the countries managed by these CPMs change frequently.

Click on **Back** until you return to the **Main Training Menu**.

TPMR Messages/Guidance

Click on **TPMR Messages/Guidance** for up to date access to all messages put out by your Combatant Command concerning the conduct of their annual Training Program Management Review.

You might wish to *print* any of these **messages** if they have been published and you are getting ready to attend the TPMR.

Click on **Back** until you return to the **Main Training Menu**.

Other Links

There are other links to specific frequently used items: the **E-IMET Handbook, Brooke/620 (q) Sanctions, American Service Member's Protection Act**.

Click on **Back** until you return to the **SAN Web** menu.

3. Using the SAN to Download Training Data

This portion of the *Guide* will show you how to use the **SAN** to download your country training program data. The SAN can be accessed on any computer that provides access to the Internet. For registration on the SAN, *contact* your **Unified Command User Group** administrator or *contact* **DISAM**.

Click on **Training** on the **SAN Web** main menu.

Click on **SAO Data Download (STL, MASL, etc.)** on the **Main Training Menu**.

Click on **STL Data-Download** (not **STL Data-View**).

To download the **MASL and Other Downloads**, you would similarly *click* on that choice.

Note: If a user only has access to the STL data for *one or two* countries, that file is prepared for download *immediately*. If access for multiple countries has been granted (a whole Unified Command), any or all of the countries may be *chosen*.

STANDARDIZED TRAINING LIST		
28 October 2002		
-USER INFORMATION-		
SAO: MMEKAWY		
COUNTRIES OF ACCESS: EGYPT		
ACCESS TO SERVICES: ECDPS		
DATE OF LAST DOWNLOAD: 28 October 2002 (STL) - 28 October 2002 (MASL)		
LATEST UPDATES OCCURRED ON:		STATUS OF NEXT STL UPDATE
STL UPDATE	MASL UPDATE	Next STL: 29 October
AIR FORCE: 23 October 2002	23 October 2002	Scheduled - 10/30/2002
ARMY: 28 October 2002	28 October 2002	Scheduled - 10/29/2002
NAVY: 28 October 2002	28 October 2002	Scheduled - 10/29/2002
USER OPTIONS		
<ul style="list-style-type: none">STL Data - DownloadSTL Data - ViewMASL and Other DownloadsMASL Data - ViewPrepare STL history file for downloadIMET Breakout Levels - View (as of 10/09/2002)Data Problems - Service POC'sExit Standardized Training List Database		

Click on the *hyperlinked* word **Download** to download the data file and *click* on **Save** in the dialog box that appears. (Example used is for Egypt: **Download EG.EXE**.)

Note: The **EG.EXE** file is a compressed file that contains the country data files--**EG.DBF** and **EG.DBT** and a third file that gives the country IMET program allocation. Access *must* be set by your System Administrator for you to be able to download data for your country. Contact your *User Group* system administrator or *DISAM* if access is required.

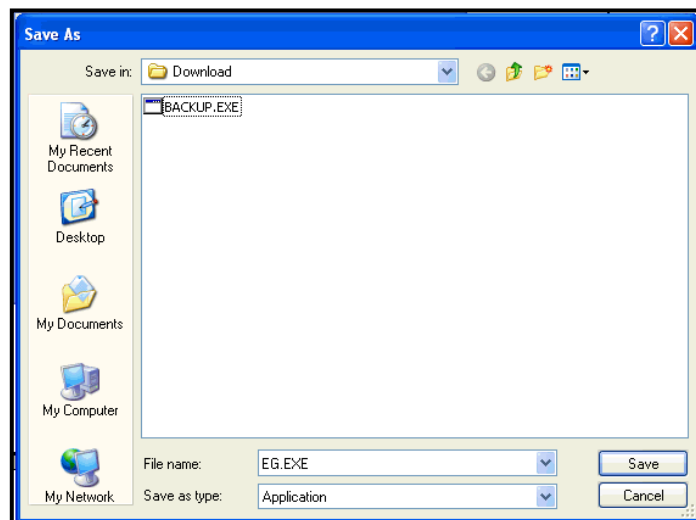
Use the **dialog screen** that appears to select the **c:\tms\download** directory in which to download the data file (just as you previously did when downloading from the Library).

Click on the scroll bar in the **Save In:** block and then double-click on respectively: **C:\tms** and **download**.

Note: The **c:\tms\download** directory is the default directory used by the TMS system for downloading data. This directory is established when you install the **TMS 6.0** program..

Click on **Save** to execute the download. The Download occurs *quickly*--you may not see it.

Click on **Close** after the download is finished.



At this point you are finished with your download and use of the SAN.

Suggest you *exit* the Internet (*click* on **X** in upper right corner), as this will speed things up for other students in the Lab.

4. Using the TMS “Lite” System

The **Training Management System (TMS), Version 6.003**, is a program developed, programmed, and supported by DISAM for use in all overseas S.A. offices and at other international training activities. It is also used by Unified Command training managers and is used in a network environment at Training Program Management Reviews (TPMRs). It is used to accomplish all training management functions including: choosing appropriate training for a country, development of a country training program, day to day training program management, and various student administrative functions such as publishing Invitational Travel Orders (ITOs). The new **TMS Lite** program is a streamlined version of the original TMS program that contains only the most essential portions of the master TMS program. With the TMS Lite program, you will be able to: find a desired course of instruction in the Training MASL, see your country training program in the standard STL report, and generate an Invitational Travel Order for a departing student.

Remember that you have just gotten off the Internet and you must now initiate the **TMS** program from your computer desktop.

Double-click on the **SAO TMS 6** icon.



The **TMS Main Menu** will appear. **TMS** is a *Microsoft Access* runtime application.

If the center button at the bottom reads “**Switch to TMS Lite**”, *click* on the **Switch to TMS Lite** button (the center button in the bottom row of buttons).

All of the major **TMS Lite** functions can be accessed by **clicking** on the applicable **buttons** in the **TMS Main Menu**.

Note: Do not double-click on TMS *buttons*. This may cause TMS to activate the selected function *twice*, thus resulting in an error message. You will be told specifically if you are to *double-click* an item in TMS.

You can **Exit** TMS by *clicking* on the **Exit TMS** button.



Country Data Profile

Before TMS will work for you, you must establish a Country Profile that identifies your Country to TMS. This only has to be done once, but must be done or TMS will not run for your country.

First, *click* on **Country Data** in the TMS **Main Menu**.

Type the **Country Code** for your country and *click* on **ok**.

Note: From this point forward in these instructions, we will use the sample training program for **Bandaria**, country code **BN**, will be used. **Do Not** enter BN for Bandaria, enter *your Country Code*--ask your instructor if you don't know what it is.

At your *SAO home station*, you need to enter the data for *your Country* and *SAO Office*, as seen in the **Bandarian example**. You need **not** do that now—just *enter the name of your country*.

Note: Upon exiting TMS, all of the underlined data items in the Country Profile will be uploaded to the SAN whenever you have made an entry or a change in one of those fields. This is how we create on the IMSO/SAO Web system the SAO Directory of Contacts. You will see this in Part 5 of this Exercise.

Click on **Save/Quit** to save your Country Profile. TMS can now recognize your country--a country profile must be established before TMS can update your actual country data in the next section.

Updating STL Data

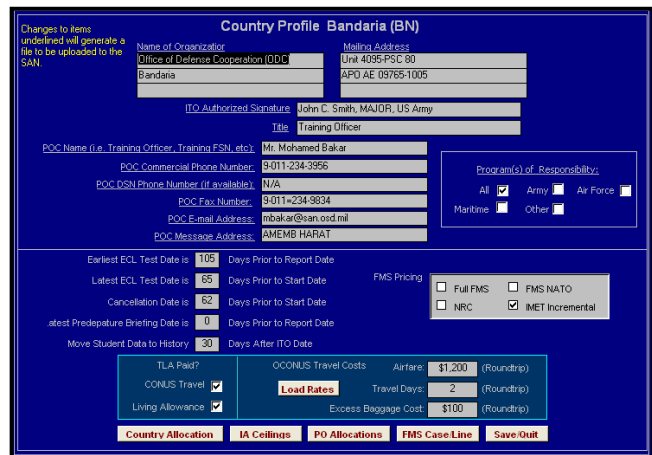
The **Update** function provides a means to *update* TMS with the latest STL, MASL, and Other Table data that you have downloaded from the **SAN** Web. Replacement (new) database files *must* be available in the **c:\tms\download** directory for the update to be successful.

Click on the **Import from SAN** button in the TMS **Main Menu**.

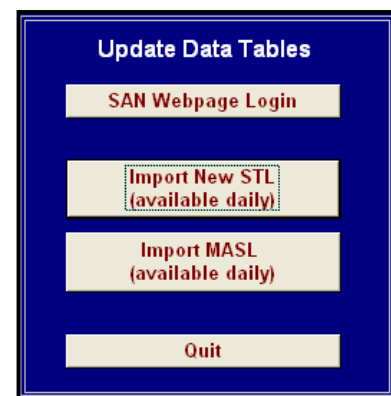
Click on the **Import New STL** button from the **Update Data Tables** menu.

Click in the **box** for your **Country** and *deselect* **Bandaria**. Then *click* on **Import** to import your country STL data.

Wait for **TMS** to run its various Import queries.



The image shows a screenshot of the 'Country Profile Bandaria (BN)' form. It contains various fields for organizational information, contact details, and training parameters. Key fields include 'Name of Organization' (Bandaria), 'Mailing Address' (Unit 4085-PSC 80, APO AE 09765-1005), 'ITO Authorized Signature' (John C. Smith, MAJOR, US Army), 'POC Name' (Mr. Mohamed Bakar), 'POC Commercial Phone Number' (9-011-234-3956), 'POC DSN Phone Number' (N/A), 'POC Fax Number' (9-011-234-9834), 'POC E-mail Address' (mbakar@san.osd.mil), and 'POC Message Address' (AMEMB HARAT). There are also checkboxes for 'Program(s) of Responsibility' (All, Army, Air Force, Maritime, Other) and 'FMS Pricing' (Full FMS, FMS NATO, NRC, IMET Incremental). At the bottom, there are buttons for 'Country Allocation', 'IA Ceilings', 'PO Allocations', 'FMS Case Line', and 'Save/Quit'.



The image shows a screenshot of the 'Update Data Tables' menu. It contains four buttons: 'SAN Webpage Login', 'Import New STL (available daily)', 'Import MASL (available daily)', and 'Quit'.



The image shows a screenshot of the 'Import Selection Form'. It contains a list of countries with checkboxes next to them. 'BN BANDARIA' is selected, and 'TU TUNISIA' is also selected. There are buttons for 'Select All', 'Clear All', 'Import', and 'Quit'.

Note: Pay attention to the following three **questions**. If you *fail to respond Yes* to the second question, your newly downloaded data *will not* be imported into **TMS** and you will not see it.

Question 1 -- Click on **No** when asked about the **Reconciliation Report**.

(If you *click* on **Yes**, TMS will do a report comparing your latest data download to data you downloaded previously.)

Question 2 -- Click on **Yes** when asked about accepting the STL data. (If you *click* on **No**, the STL data *will not* be accepted.)

Question 3 -- Click on **No** when asked about posting Pending Changes.

Click on **OK** and then *click* on **Quit** to return to the **TMS Main Menu**. Please note that these **Update** procedures are likewise used to **Import and Update** the training **MASL**.

Note: Remember that when you download from the SAN, your **Country Code.EXE** file (Example **BN.EXE** for **Bandaria**) must be present in the **C:\TMS\DOWNLOAD** directory for the data import to take place. Contact your Unified Command training manager if you are having trouble downloading your training data. Likewise, if you wish to *update* the other databases (**MASL and Other**, etc.), you would *select* those for update. But, you would first have to *download* the data from the SAN.

Viewing Your Country Training Program--Be sure to print your STL report

The **STL w/ Remarks** function provides the basic Country Training Program report, that is referred to in the SAO training world as the STL Report. We show you the STO report with Remarks that are provided by the MILDEP/MILSVC training agencies.

Click on **STL w/ Remarks** on the TMS Main Menu.

The **STL Report Selection Criteria** screen is provided to allow you to select the Country Training Program data that you want to see.

Do not make any entries -- Read the following:

The **STL Report Selection Criteria** screen is used to select specific *sub-sets* of the STL data. This is done by entering the following:

First Block -- Country Code (BN, etc.)

Second Block -- Program Year (04, 05, etc.) or **FMS Case ID** (TAB, OAX, etc.);

Third Block -- Implementing Agency (B-Army, D-Air Force, P-Navy)

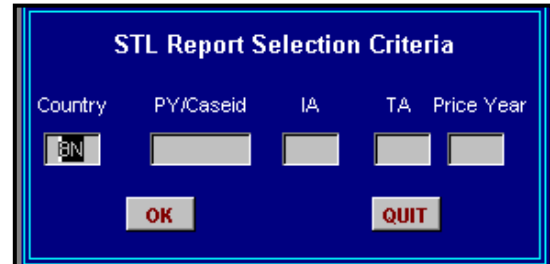
Fourth Block -- Type of Assistance (1-IMET, F-FMS)

Fifth Block -- Price Year (04, 05, etc.).

Normally, you will limit your data selection to your **Country Code** and an **IMET Program Year** or an **FMS Case**. But, by using various selection criteria, you could look at **all Army Training** (IA = B), **all FMS training** (TA = F), or all training that takes place in a given **fiscal year 2004** (Price Year = 04).

Enter your **Country Code** in the **Country** block and click on **OK**. *Don't* make any other selection.

Below, you will see the *MS Access* report that is generated by TMS. The report display is not intended for you to view the document, as it is better to print the report. ***Don't print the report yet.***



File Help
TMS

Data Date 07-Nov-03
Report Date 30-Apr-04

BANDARIA STL

PY: 04

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	AI
B	0001	B365003	MEDICAL COST-CONUS		BGX	0000			\$4,865	\$0	\$4,865				1	A		MF
B	1000A	B171619	ARMOR CPT CAREER CRS PREP	O	BCY	0003	80SA		\$2,320	\$5,187	\$7,507	6/22/2004	7/6/2004	7/26/2004	4	A		AB
B	1000B	B171620	ARMOR CAPTAINS CAREER	O	BCY	0018	80SA		\$4,805	\$10,397	\$15,202	7/30/2004	8/6/2004	12/16/2004	4	A		AB
B	1001A	B171772	SIG CPT CAREER PREP INTL	O	BCP	0003	80SA		\$1,262	\$4,289	\$5,551	3/4/2004	3/11/2004	3/26/2004	2	A		AB
B	1001B	B171771	SIGNAL CAPTAINS CAREER CRS	O	BCP	0018	80SA		\$4,315	\$9,279	\$13,594	3/29/2004	3/30/2004	8/4/2004	2	A		AB
B	1002A	B171699	INT'L OFF PREP INF CCC	O	BCG	0001	75SA		\$2,698	\$4,032	\$6,730	2/23/2004	3/8/2004	3/12/2004	2	A		AB
B	1002B	B171700	INFANTRY CAPTS CAREER CRS	O	BCG	0018	75SA		\$4,360	\$9,342	\$13,702	3/12/2004	3/15/2004	7/20/2004	2	A		AB
B	1003	B171800	ARMYWAR COLLEGE (RES CRS)	O	BCC	0040	80SA		\$13,876	\$37,314	\$51,190				3	A		AA
B	1004A	B171201	U.S. ARMY SGT MAJOR PREP	E	BCI	0003	80OP		\$2,714	\$6,269	\$8,983				1	A		AA
B	1004B	B171200	U.S. ARMY SERGEANTS MAJOR	E	BCI	0039	80OP		\$6,511	\$34,173	\$42,684				2	A		AA
B	1005A	B159000	INTERNATIONAL OFF LOG PREP	O	BC4	0002	75SA		\$3,759	\$4,034	\$7,793	5/25/2004	6/1/2004	6/11/2004	3	A		AB
B	1005B	B171545	COMBINED LOG CPT CAREER	O	BC4	0007	75SA		\$2,532	\$3,848	\$6,380	6/2/2004	6/16/2004	8/2/2004	3	A		AB
B	1005C	B171360	COMBINED LOG CCC-QM	O	BCJ	0005	75SA		\$2,405	\$3,136	\$5,541	8/4/2004	8/5/2004	9/10/2004	4	A		AB
B	1005D	B171546	COMBINED LOG CPT CAREER	O	BC4	0007	75SA		\$2,314	\$4,052	\$6,366	8/30/2004	9/13/2004	10/28/2004	4	A		AB

Page: 14

Click on the **Page arrows** in the left portion of the lower scroll bar. Remember that you will be looking at reports of all of your country data (**IMET, FMS, CTF, INL, and other funding**). You might want to *click* on the **last page arrow** to go to the very end of your reports, and then *back up*. This will get you back to the FMS funded training, if you have a large IMET program.

Remember that you will normally *use* the **STL Report Selection screen** to view just one IMET program year or one specific FMS case.

The above *MS Access* report is just like a *MS Word* document, in that you *click* on the **Printer Icon** button to print it. Or, you might want to save the report to a **directory** on your computer. If you *click* on the **MS Word Icon button** in the upper left corner of the TMS screen, the report will automatically be opened in *MS Word* as an **.RTF** (Rich Text File). A Rich Text File is a word processing file with minimal formatting, that can be read by any word processing program. Thus you can *save* any TMS report in a directory as an **.RTF** file.

Or, you can *click* on the **E-mail Attachment** icon and automatically attach the report to an outgoing E-mail message.

DO THIS! Return to the **TMS Lite main** screen. Click on **STL w/ Remarks**. If you are an **IMET Country**, select your Country's **04** IMET program and *click* on **OK**. Print your **PY 04** IMET program report. You might also want to *print* any **B02** or **B04** reports that you may have (this is CTF funded training). If you are an FMS only country, don't print any of the gigantic materiel associated training cases. You might want to *print* an **FMS case** that contains PME (professional military education) training.

Close the report by *clicking* on the small black **x** in the upper right corner of the **report** screen.

Finding a Course in the Training MASL

The **View MASL** function allows you to search and view the **Training MASL** or master price list of all training. It provides

MASL Selection Criteria

MASL ID Location

OK **QUIT**

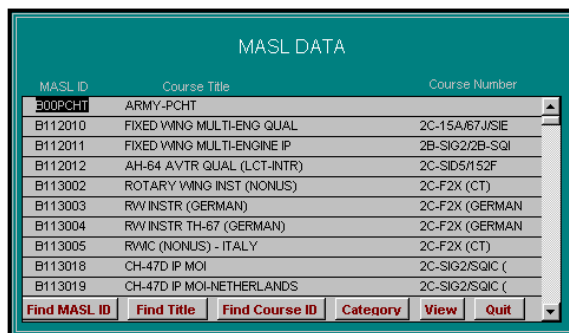
access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in TMS, double-clicking on a **MASL ID** number will display the detail MASL data.

Click on the **View MASL** button on the **TMS** main menu.

Click on **OK** to go to the beginning of the **MASL** database. (You can go to a specific **MASL ID** by entering the MASL ID, if you know it, or you can enter a school **location code** to find all the courses taught at that school.)

Press **Page Up/Down** or **drag the scroll bar** to scroll thru the MASL.

Double-click on the desired **MASL** data line to view the detailed MASL data.



MASL ID	Course Title	Course Number
B00PCHT	ARMY-PCHT	
B112010	FIXED WING MULTI-ENG QUAL	2C-15A/67J/SIE
B112011	FIXED WING MULTI-ENGINE IP	2B-SIG2/2B-SQI
B112012	AH-64 AVTR QUAL (LCT-INTR)	2C-SID5/152F
B113002	ROTARY WING INST (NONUS)	2C-F2X (CT)
B113003	RW INSTR (GERMAN)	2C-F2X (GERMAN)
B113004	RW INSTR TH-67 (GERMAN)	2C-F2X (GERMAN)
B113005	RWIC (NONUS) - ITALY	2C-F2X (CT)
B113018	CH-47D IP MOI	2C-SIG2/SQIC (
B113019	CH-47D IP MOI-NETHERLANDS	2C-SIG2/SQIC (

You can do the following:

Double-click on the **LOC** block entry to view the detailed Location information uploaded by the IMSO (many Air Force IMSOs have not done this).

Double-click on the **Prerequisite** block to view the prerequisite course data (then click on return to come back).

Click on **View Course Descriptions** to view the course description.



MASL ID: D171002 Analysis Code: AA Professional Military Education

Title: AIR COMD & STAFF COLLEGE

Course Number: ZZ41003 Prerequisite: D171014

ECL: 70SA Price Code: A Security Clearance: U

LOC: MAX MAXWELL AFB, AL 36112-6323 Duration: 044

PY	FMS	NATO	FMS INCR	NRC	IMET
0	\$62,080	\$48,050	\$12,060	\$15,790	\$10,070
1	\$59,410	\$44,780	\$11,450	\$14,720	\$9,690
2	\$61,670	\$46,550	\$11,650	\$15,040	\$9,810

Buttons: View Course Descriptions, Print MASL Detail, Print Course Descriptions and Notes, Return

* Double click yellow blocks for additional information.

Click on **Print MASL Detail** or **Print Course Descriptions and Notes** to print those items. Click on **Return** or **Quit** to return to the **TMS** main menu.

Other MASL Searches

Click on **View MASL** and **OK**. For each of the available searches:

Click on **Find MASL ID** and enter the specific **MASL ID** or **portion** thereof (try D171 for AF PME training). Click on **OK**.

Click on **Find Title** and type in a **key word** (i.e. Ranger) that you think would be contained in the **Course Title**. Click on **OK**.

Click on **Find Course ID** and enter the **military service course number**. Click on **OK**.

Click on **Category** and click in the **selection boxes** of the desired category of training. Click on **OK**.

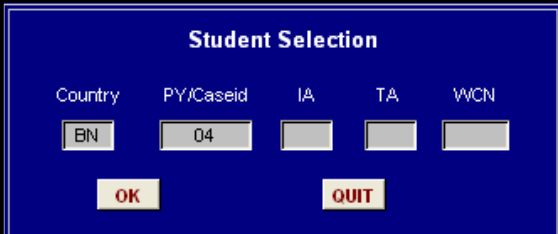
Click on **Quit** as required and return to the **TMS** main menu.

Creating Invitational Travel Orders

The **SAO training manager** actually *creates* the **Student (Information) Database** by entering personal data on candidates who have been selected for training in the U.S. This happens when the SAO training manager receives student information required for the Invitational Travel Order from his Country training counterpart and enters that information in TMS.

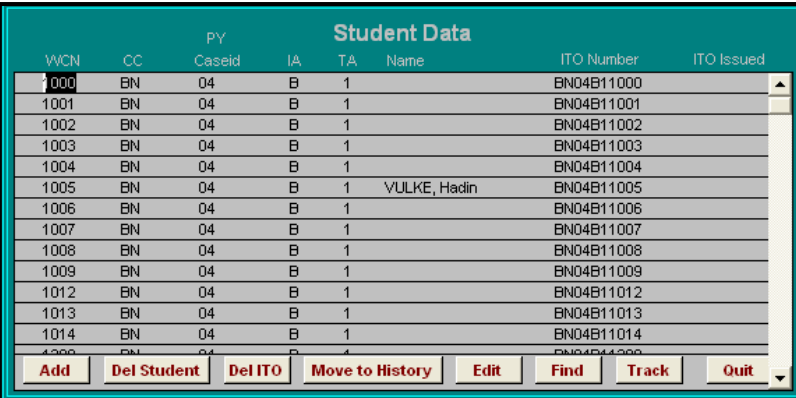
Click on the **ITO** button from the TMS **main menu**.

Enter **BN** in the Country block (Yes, enter **BN** – we are going to do an existing student example in the Bandaria program). Enter **04** in the **PY** block.



A blue dialog box titled "Student Selection". It contains five input fields: "Country" with "BN", "PY/Caseid" with "04", "IA", "TA", and "WCN". Below the fields are two buttons: "OK" and "QUIT".

Double-click on the **VULKE, Hadin** training line.



A table titled "Student Data" with columns: WCN, CC, PY Caseid, IA, TA, Name, ITO Number, and ITO Issued. The table contains 15 rows of student data. The 10th row is highlighted, showing "VULKE, Hadin". Below the table are buttons: Add, Del Student, Del ITO, Move to History, Edit, Find, Track, and Quit.

WCN	CC	PY Caseid	IA	TA	Name	ITO Number	ITO Issued
1000	BN	04	B	1		BN04B11000	
1001	BN	04	B	1		BN04B11001	
1002	BN	04	B	1		BN04B11002	
1003	BN	04	B	1		BN04B11003	
1004	BN	04	B	1		BN04B11004	
1005	BN	04	B	1	VULKE, Hadin	BN04B11005	
1006	BN	04	B	1		BN04B11006	
1007	BN	04	B	1		BN04B11007	
1008	BN	04	B	1		BN04B11008	
1009	BN	04	B	1		BN04B11009	
1012	BN	04	B	1		BN04B11012	
1013	BN	04	B	1		BN04B11013	
1014	BN	04	B	1		BN04B11014	
1000	BN	04	B	1		BN04B11000	

This is the **Student Information** screen in which all student data that appears in the ITO, is entered.

Changes to items underlined will generate a file to be uploaded to the SAN.

Student Information

<u>CC</u> BN		<u>PY/Case ID</u> 04		<u>IA</u> B	<u>TA</u> 1	<u>WCN</u> 1005
<u>Name (Surname, First Name)</u>		<input checked="" type="checkbox"/> <u>Male</u>	<u>Date of Birth</u>		<u>Place of Birth</u>	
VULKE, Hadin		<input type="checkbox"/> <u>Female</u>	10-Jan-58		Harare, BANDARIA	
<u>Medical Cert</u> <input checked="" type="checkbox"/>	<u>Date</u> 01-Mar-04	<u>Security Cert</u> <input checked="" type="checkbox"/>	<u>Date</u> 06-Mar-04			
<u>Service</u>	<u>Service No</u>	<u>Grade</u>	<u>US Grade</u>	<u>Passport Number</u>		
B	OF 100096	MAJ	O-4	382956		
Mandatory >> <u>Unit</u> 2nd BN, 3d Infantry Reg, Bandarian Land Forces						
<u>ECL Info</u>	<u>Test Number</u>	<u>Date Taken</u>	<u>Score</u>	<u>Req. ECL</u>	<u>Required Clearance</u>	<u>Student's Clearance</u>
	36B	24-Jan-04	74	75SA	S	S
<u>Flight Crew</u>		<u>Current Position</u>		<u>Instructor</u>	<u>ITO Date</u>	
		Battalion Executive Officer		N/A		
<u>Accompanying Dependent's Name</u>		<u>Relation</u>	<u>DOB</u>			
Ms. Marta VULKE		Wife	01-Feb-60			
Fatima VULKE		Daughter	14-Jan-93			
<u>Remarks</u>						
<u>ECL Names</u>	<u>Track</u>	<u>Copy ITO</u>	<u>ITO</u>	<u>IMSI</u>	<u>Print</u>	<u>Undo</u>
<u>Arrival Msg</u>	<u>Save/Quit</u>					

Go ahead and *enter* some **additional data** (another dependant) on your student or *make a change* to **existing data**. As information comes in from your County's ministry, that data may be entered at various times. Teach one of your SAO clerical persons to do this.

Remember that data entered in one of the *underlined* data fields will be uploaded to the SAN system whenever you exit from the TMS system.

Click on the following buttons and *return* to the **Student Information** screen:

IMSI – lets you prepare the **International Military Student Information** form (biographical information on the student) – required for all officer students and the Sergeant Majors Academy.

Arrival Msg – lets you enter **flight arrival information** on the student which is then uploaded to the SAN. Note that this is now required by DSCA Policy Memo 04-04.

Now, let's do the ITO.

Click on the **ITO** button at the bottom of the screen.

This is the first page of the four page **DD Form 2285** (page 5 is a continuation sheet). TMS merges all of the data from the various databases (**Country profile**, **ITO Default**, **STL data**, **Student Information**, etc.) and enters it automatically at this point. But, you still have the ability to override most data entries. A few data items cannot be changed; such as the ITO Number and date of the ITO.

View/Edit ITO			
INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)		CC/WCH: BN / 1005	
1. ITO NUMBER BN04B11005	2. COUNTRY BANDARIA	3. DATE	
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.			
Definitions of acronyms and abbreviations contained in this form, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4/AFR 12-15/AFR 50-29).			
4. Issuing Security Assistance Organization (SAO)			
a. NAME OF ORGANIZATION Office of Defense Cooperation (ODC) Bandaria		b. MAILING ADDRESS Unit 4095-PSC 80 APO AE 09765-1005	
5. FUNDING (X and complete one statement)			
<input checked="" type="checkbox"/> a. IMET FISCAL YEAR 04	<input type="checkbox"/> b. FMS CASE IDENTIFIER	<input type="checkbox"/> c. OTHER (INM, etc.) (Specify)	
6. IMS INFORMATION			
a. NAME (Surname (ALL CAPS), First, Middle) VULKE, Hadin		b. SEX (X ONE) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
c. Country Service Rank MAJ	d. U.S. EQUIVALENT RANK/PAY GRADE O-4	e. COUNTRY SERVICE Army	
f. COUNTRY SERVICE NO. OF 100096	g. DATE OF BIRTH 10-Jan-58		
h. PLACE OF BIRTH (City, Province/District, Country) Harare, BANDARIA		i. Passport No. 382956	
Page 1	Page 2	Page 3	Page 4
Page 5	View ITO	Print ITO	Amend ITO
Save/Exit	Abort/Exit		

Note: If you are not ready yet to formally publish the ITO (perhaps you are still waiting on some student information), you would just *click* on **Save Exit** to save the ITO. When you are ready to publish and distribute the ITO (normally when the student is coming in for his/her pre-departure briefing), then and only then will you *click* on **Print ITO**. The **Print ITO** function is synonymous with **publishing the ITO**. When you *click* on **Print ITO**, you are actually going to **Lock** the ITO. Any change to the ITO after that will have to be done by an **ITO amendment**. Obviously, you don't want a lot of ITO amendments, so again, don't choose to **Print ITO** until you think you have all of the ITO student information completed. Once you have printed the ITO the **Amend ITO** button is activated. You can generate a planning ITO by clicking on View ITO. That does *not* **Lock the ITO**.

Let's go ahead and print the ITO. *Click* on the **Print ITO** button.
And, *click* on **Yes** when asked if you really want to do this.

On the following page is the printed **letter format ITO**. This TMS generated letter format of the DD Form 2285 is authorized in both the SAMM and the JSAT. One of the best features of this letter format, is that only those items that actually apply to the student, appear in the published ITO.

Further information about the **printed ITO**:

1. The **printed ITO** is actually a **MS Access** document.
2. Thus, by *clicking* on the **printer icon** you can print the ITO.
3. Do NOT use the **MS Word** icon or the **Send** icon (E-mail attachment), there is something better. When an ITO is converted from **MS Access** to **MS Word**, there are formatting problems. We have a solution to this.
4. Use the **Snapshot icons** to either save the ITO to your hard drive or *send* it as an **E-mail attachment**. Snapshot is a Microsoft version of Adobe Acrobat. It takes a picture of the ITO and avoids the formatting difficulties. The file created has a .SNP file extension (Adobe has a .PDF extension).



INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)															
1. ITO Number: BN04B11005		2. Country: BANDARIA													
3. Date: 30-Apr-04															
<p>The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.</p> <p>Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFR 50-29). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M, Para 100401.</p>															
4. Issuing Security Assistance Organization (SAO):															
a. Name of Organization:		Office of Defense Cooperation (ODC)													
b. Mailing Address:		Unit 4095-PSC 80 APO AE 09765-1005													
5. Funding: IMET 04															
6. IMS Information:															
a. Name: VULKE, Hadin															
b. Sex: Male		c. Country Service Rank: MAJ													
d. U.S. Equivalent Rank/Pay Grade: O-4		e. Country Service: Army													
f. Country Service No.: OF 100096		g. Date of Birth: 10-Jan-58													
h. Place of Birth: Harare, BANDARIA		i. Passport No: 382956													
7. Invitation: The Secretary of the Department of the Army invites the IMS listed in item 6, this order, to proceed on or about 25-May-04 from BANDARIA to FT LEE VA 23801-1705 for the purpose of commencing training listed in item 8, below.															
8. Authorized Training: No additional training to that specified in this order will be provided.															
<table border="0"> <tr> <td>A WCN: 1005A</td> <td>RCN: KB00</td> <td>MASL: B159000</td> <td>TITLE: INTERNATIONAL OFF LOG PREP</td> </tr> <tr> <td colspan="2">Military Service Course No.: ALMC-IL</td> <td colspan="2">School: USA LOGISTICS MANAGEMENT COLLEGE</td> </tr> <tr> <td colspan="2">Location: FT LEE VA 23801-1705</td> <td>Report Date: 25-May-04</td> <td>End Date: 11-Jun-04</td> </tr> </table>				A WCN: 1005A	RCN: KB00	MASL: B159000	TITLE: INTERNATIONAL OFF LOG PREP	Military Service Course No.: ALMC-IL		School: USA LOGISTICS MANAGEMENT COLLEGE		Location: FT LEE VA 23801-1705		Report Date: 25-May-04	End Date: 11-Jun-04
A WCN: 1005A	RCN: KB00	MASL: B159000	TITLE: INTERNATIONAL OFF LOG PREP												
Military Service Course No.: ALMC-IL		School: USA LOGISTICS MANAGEMENT COLLEGE													
Location: FT LEE VA 23801-1705		Report Date: 25-May-04	End Date: 11-Jun-04												
<table border="0"> <tr> <td>B WCN: 1005B</td> <td>RCN: KB01</td> <td>MASL: B171545</td> <td>TITLE: COMBINED LOG CPT CAREER</td> </tr> <tr> <td colspan="2">Military Service Course No.: 8-10-C22 (LO</td> <td colspan="2">School: USA LOGISTICS MANAGEMENT COLLEGE</td> </tr> <tr> <td colspan="2">Location: FT LEE VA 23801-1705</td> <td>Report Date: 02-Jun-04</td> <td>End Date: 02-Aug-04</td> </tr> </table>				B WCN: 1005B	RCN: KB01	MASL: B171545	TITLE: COMBINED LOG CPT CAREER	Military Service Course No.: 8-10-C22 (LO		School: USA LOGISTICS MANAGEMENT COLLEGE		Location: FT LEE VA 23801-1705		Report Date: 02-Jun-04	End Date: 02-Aug-04
B WCN: 1005B	RCN: KB01	MASL: B171545	TITLE: COMBINED LOG CPT CAREER												
Military Service Course No.: 8-10-C22 (LO		School: USA LOGISTICS MANAGEMENT COLLEGE													
Location: FT LEE VA 23801-1705		Report Date: 02-Jun-04	End Date: 02-Aug-04												
<table border="0"> <tr> <td>C WCN: 1005C</td> <td>RCN: KB02</td> <td>MASL: B171360</td> <td>TITLE: COMBINED LOG CCC-QM</td> </tr> <tr> <td colspan="2">Military Service Course No.: 8-10-C22 (LO</td> <td colspan="2">School: US ARMY QM CNT & SCHOOL</td> </tr> <tr> <td colspan="2">Location: FT LEE VA 23801-1509</td> <td>Report Date: 04-Aug-04</td> <td>End Date: 10-Sep-04</td> </tr> </table>				C WCN: 1005C	RCN: KB02	MASL: B171360	TITLE: COMBINED LOG CCC-QM	Military Service Course No.: 8-10-C22 (LO		School: US ARMY QM CNT & SCHOOL		Location: FT LEE VA 23801-1509		Report Date: 04-Aug-04	End Date: 10-Sep-04
C WCN: 1005C	RCN: KB02	MASL: B171360	TITLE: COMBINED LOG CCC-QM												
Military Service Course No.: 8-10-C22 (LO		School: US ARMY QM CNT & SCHOOL													
Location: FT LEE VA 23801-1509		Report Date: 04-Aug-04	End Date: 10-Sep-04												

Close the ITO by clicking on the black X in the upper right corner (underneath the red X).

Click on **Quit** until you return to the main **TMS** menu.

Exiting TMS

Click on the **Exit TMS** button.

Click on the **No, Exit TMS** button when asked if you want to "Update Changes to the SAN?" We will demonstrate in class how to do an upload.

DO NOT upload to the **SAN**. This will cause problems with the live database.

5. Using the SAN SAO Training Web System

Note: This section of the *Guide* will show you how to use the **Security Assistance Network (SAN) SAO Training Web** function. The **SAO Training Web** is an on-line view function for your training program. You will be able to view your Country training program on-line without first downloading the data from the SAN and importing the data to TMS. One of the advantages of the SAO Training Web is that you can view your Country training program on any computer at which you can access the Internet. Simply connect to and log on the SAN.

The SAO Training Web is a brand new system that is a natural extension of the newly fielded IMSO Training Web system. The IMSO Training Web is now deployed at virtually all military service training activities. The SAO Training Web is still under development and your input to the developer, Mr. Ron

Elliott of NETSAFA, is sincerely invited -- ron.elliott@netsafa.navy.mil. It is just now being made available to SAO training managers. Access to this SAN function must be set by your SAN user administrator. If you do not have access to the function, and wish to, please contact your SAN User Administrator, Mr. Elliott, or DISAM.

Using the SAO Training Web Function

Log on the **SAN**.

Click on **Continue**. Click on **Training**. Click on **IMSO & SAO Training Web**.

The screen that appears is the **SAO Web Welcome Screen**.

Please Note: Significant work is still being accomplished on the SAO Web, so please expect continuous changes and improvements.

SAO Training Web Contents

Go ahead and *read* the following explanation of the **SAO Web** menu items. *Don't click* on them until you are told to do so.

- **Site Search**—To use this search function, simply *click* on the data item in the **Search In?** drop down box, *type* in that which you want to search for, and then *click* on the **blue search button** (arrow). You can search your student data by **Student Name**, **Invitational Travel Order (ITO) Number**, **Work Sheet Control Number (WCN)**, **Foreign Identification Number (FIN)**, **Military Articles and Services (MASL) ID Number**, **Course Number/Title/Description**, etc.
- **Logoff**—Automatically logs the user off the SAN.

- **SAO Home**—Automatically returns the user to the SAO Home page.
- **Contact Us**—Automatically addresses an E-mail to the SAO training office.
- **My Preferences**—Shows the preferences that you have chosen. Such as to show the SAO Web header or not.
- **IMSO Directory**—Provides a directory of all IMSOs. If the IMSO has entered the POC information for his/her office, then that information will be available.
- **SAO Directory**—Provides a directory of all SAOs. If the SAO has uploaded his/her POC information for his/her office, then that information will be available.
- **My Country(s)**—Takes the user to the basic SAO Web information screen.
- **Create STL Report**—Provides a custom query report function on your Country program data.
- **Create MASL Report**— Provides a custom query report function on all course data.


Using the SAO Directory of Contacts

Let's begin by seeing if your predecessor in-country has properly identified your SAO Training Manager by uploading his **Country Profile** data from **TMS** to the **SAN**.

Click on **SAO Directory** in the left hand menu, under **User Info**.

Scroll down to the **Bahrain** (example) record entry.

BAHRAIN (BA)
Major Randall J Colson, USMC (DSN Phone: 318-439-4446/4412, COMM 011-973-276-962), FAX 011-973276-046)
rcolson@san.osd.mil
Office of Military Cooperation, U.S. Embassy Manama, Kingdom of Bahrain, USOMC, U.S. Embassy Manama, PSC 451 Box 270, FPO AE 09834-5100
Auth Sig: Major Randall J. Colson, USMC Auth Title: Chief, Training Section
Last Update on 4/10/2004 8:45:54 AM by TJONES


Country Info

Click on the **Country Info** icon.

This is the information uploaded from your country's TMS program, from the **Country Profile** screen. It is now available to our hundreds of training activities in the U.S. and to all SAN users. It is the best and most current Point of Contact information for the training program. Let's keep it that way.

Information last updated on: 4/10/2004 8:45:54 AM by TJONES	
Name of Organization:	Office of Military Cooperation
POC Name (i.e Training Officer, Training FSN, etc.):	Major Randall J Colson, USMC
POC Title:	Office of Military Cooperation
POC Email:	rcolson@san.osd.mil
POC Message Address:	AMEMBASSY MANAMA//OMC//
POC Commercial Phone:	011-973-276-962
POC FAX:	011-973276-046
POC DSN Phone (if available):	318-439-4446/4412
ITO Authorized Signature:	Major Randall J. Colson, USMC
Mailing Address	
Street 1:	U.S. Embassy Manama
Street 2:	Kingdom of Bahrain
Street 3:	USOMC, U.S. Embassy Manama
Street 4:	PSC 451 Box 270
Street 5:	FPO AE 09834-5100
Program(s) of Responsibility:	All Programs


Close the **Country Profile Information** screen by clicking on the **Red X** in upper right corner.


Using the IMSO Directory

Now let's see if the IMSOs at our training activities and schools are also identified.


Click on **IMSO Directory** in the left hand menu, under **User Info**.

Select **Army** in the drop down box, type in **Knox** in the **Search for** box, and click on the **execute** button to the right.


IMSO Directory sorted by Activity Code - Select service: 


Search for 

< point of contact not available > (Phone: DSN , COMM)
(B03 - Army) HHC 1ST SFG A
, , FT LEWIS, WA, 98433-7000


 Activity Info

You can also find **Ms. Dianne Atcher** as the IMSO POC by *searching* for: **Atcher** or **Armor**, etc.

IMSO Directory sorted by Activity Code - Select service: 

Search for 


[Mrs. Dianne Atcher](#) (Phone: DSN 464-2938 , COMM (502) 624-7426/3055)
(BCY - Army) US Army Armor Center & Fort Knox
BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121

 Activity Info

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.








Using the My Country Function




Click on **My Country(s)** under **SAO Options** in the left hand menu.

Filter by service
 

POC / Country / Address (sorted by country code)

Major Timothy D. Jones, USMC (DSN Phone: 318-439-4446/4412, COMM 011-973-276-962)
BAHRAIN (BA)
U.S. Office of Military Cooperation, U.S. Embassy, Manama, Kingdom of Bahrain, USOMC, U.S. Embassy (Attn Trng Chief), PSC 451 Box 270, FPO AE 09834

 23 FMS Cases |  14 IMET Cases |  4 OTHER Cases |  43 Active |  3 Depart in 30 days |  2 Return in 30 days |  Country Info |

 2 - unknown |  1 G - NON-S.A., UNIFIED CMD (JCETS, DEMINING, HUMANITARIAN ASST) |  1 M - MISC DOD-FUNDED, NON S.A. (ALL OTHER DOD)

This is your **My Country** screen from which you will access all of your data.

Training Line Data

On the **My Country** screen above, *click* on the **FMS**, **IMET**, or **OTHER Cases** icons to see the training for those programs.

Select the desired **IMET**,

[Case Report for BAHRAIN]				
Case No	Students	Courses	Min - Max Training Line Date	Training Value
B-02	 12 Students	 48 Courses	2/25/2002 - 6/6/2003	\$68,051
B-03	 13 Students	 44 Courses	2/24/2003 - 4/9/2004	\$92,850
B-04	 20 Students	 51 Courses	12/9/2003 - 1/20/2005	\$142,496
B-05	 20 Students	 36 Courses		\$128,821
D-00	 15 Students	 7 Courses	11/1/1999 - 6/11/2001	\$46,268
D-01	 8 Students	 9 Courses	1/8/2001 - 6/10/2002	\$49,015
D-02	 20 Students	 48 Courses	1/7/2002 - 6/10/2003	\$111,860

FMS case, or **Other** case by *clicking* on the **student** icon on that line.

This is the **training line** screen that contains all of the training lines in a given IMET program or FMS case. All of the following data items can be accessed from the above **Training Line** screen.

Example is WCN 1002A and 1002B from Bahrain FY 02 Army IMET program.

Case report for BAHRAIN (BA) and Case 02.

Filter by Training Activity Options Printer Friendly go

<< Case 02 Programmed Totals >>
Expanded IMET: \$9,844 A Priority Total: \$68,051 D Priority Total: \$0 Total: \$68,051

Page 1 of 1

WCN / IA	Case	ECL	MASL	Exp IMET	Course No.	Course Title	Course Loc	Report Date	Start Date	End Date
0001 B	02		B365003	-	UNNUMBERED	MEDICAL COST-CONUS	BGX	-	-	-
 1002A B	02	75	B159000	-	ALMC-IL	INTERNATIONAL OFF LOG PREP	BC4	2/19/2002	2/25/2002	3/8/2002
IMSO remarks: Course Convene on 2/26/2002 by Esther Manuel. [no remarks]										
 1002B B	02	75SA	B171545	-	8-10-C22 (LO	COMBINED LOG CPT CAREER	BC4	2/25/2002	3/11/2002	4/23/2002
IMSO remarks: Course Convene on 3/19/2002 by Esther Manuel. [Name IAW Passport: HUSAIN, KHALED SALMAN ADWA]										

Clicking on **Filter by Training Activity** and **go**, will *select* the student for a specific **training activity (location)**.

Filter by Training Activity

Filter by Training Activity

BC2 - USA ENGINEER CENTER
BC2 - USA ENGINEER SCHOOL FT LEONARD WOOD MO
BC4 - USA LOGISTICS MANAGEMENT COLLEGE
BCF - USA FIELD ARTILLERY SCHOOL
BCG - Ft. Benning, GA. U.S. Army Infantry School
BCH - U.S. Army Mechanical Maintenance School
BCJ - US ARMY QM CNT & SCHOOL
BCP - USA SIGNAL CENTER
BCT - USA Command & General Staff College
BCZ - USA JFK SPECIAL WARFARE CEN SCH
BGX -

Clicking on **Options** and **go**, will *sort* the student data as desired.

Clicking on **Printer** and **go**, will *prepare* a **report** to go to the printer.

Options

Options

Sort by WCN..
by MASL
by Location
by Service
by Fund Code
by Priority Code

Restore to Original

Student Data

Click on the **digital camera** icon or the **WCN** number next to it on the screen above. There may be multiple pages of training lines for a given program. If icon has a **red X** over it, a picture has not been

uploaded by the IMSO.

[Training List for KAHLED SALMAN ADNAN HUSAIN
..CC/TA/Case/WCN..BA/B/02/1002], MILDEP POC is MIKE FAUGHNAN



Names:	KAHLED SALMAN ADNAN HUSAIN
ITO#:	BA02B11002
FIN / SCN:	902729873F
Student Type:	Officer
Pay Rate:	
Rank:	O-3
Accompanying dependents:	0
Passport:	

Course Title		Location Information	ECL	Report Date	Start Date	End Date	Line
INTERNATIONAL OFF LOG PREP	USA LOGISTICS MANAGEMENT COLLEGE	✉	75	2/19/2002	2/25/2002	3/8/2002	A
COMBINED LOG CPT CAREER	USA LOGISTICS MANAGEMENT COLLEGE	✉	75SA	2/25/2002	3/11/2002	4/23/2002	B
COMBINED LOG CCC-ORDNANCE	U.S. Army Mechanical Maintenance School	✉	75SA	4/25/2002	4/26/2002	5/31/2002	C
COMBINED LOG CPT CAREER	USA LOGISTICS MANAGEMENT COLLEGE	✉	75	5/20/2002	6/3/2002	7/18/2002	D

Click on **Back** to return to the **Training Line** screen.

E-mail Message to MILDEP Country Program Manager

On the **Training Line** screen above, *click* on the **IMET** or **Case** identifier to automatically prepare an E-mail message to be sent to the MILDEP Country Training Program Manager (at SATFA, NETSAFA, AFSAT, MC, or CG). Caution, the MILDEPs are constantly changing country program assignments and may not have updated their country manager table.

To...	Michael.Faughnan@monroe.army.mil
Cc...	
Subject:	BA/B/02/1002A - KAHLED SALMAN ADNAN HUSAIN

Close the **E-mail message** screen and *return* to the **Training Line** screen above.

Course MASL Data and Description

On the **Training Line** screen above, *click* on the **MASL** Number (Example is B159000).

[Course Detail Report for (BC4) - USA LOGISTICS MANAGEMENT COLLEGE]	
Course No:	ALMC-IL
MASL ID:	B159000
Course Title:	INTERNATIONAL OFF LOG PREP
FY:	'03
ECL:	75
Security Clearance:	Unclassified
Duration (in weeks):	2
Analysis Code:	AB
Price Code:	F
Course Description / Administration / Remarks: The curriculum for this course includes the structure of the U. S. Army, Acronyms used in logistics, composition of TOE/MTOE, the logistics field today, communication skills, evaluation report systems, small group instruction, introduction to military publications, symbols and graphics classes of supplies and test procedures.	

Click on **Back** or close screen to return to the **Training Line** screen.

Training Activity POC and Detailed Location Information

On the **Training Line** screen above, click on the **Course Loc** code (Example is BC4).

[Activity Info for - USA LOGISTICS MANAGEMENT COLLEGE]	
Information last updated on: unknown by 1005	
Location Name:	USA LOGISTICS MANAGEMENT COLLEGE
Point of Contact:	BOB RHODES
Point of Contact Title:	Intl Mil Stu Officer
Email:	rhodesr@lee.army.mil almcimso@lee.army.mil
Message Format:	COMDT USALMC FT LEE VA
Office Symbol:	ATSZ-AI
Commercial Phone:	(804) 765-4012/4543/4542
Voice:	804 765-4224
Commerical FAX:	804 765-0797
Emergency Phone:	
DSN Phone:	539-4012/4543
DSN FAX:	
Street 1:	USALMC ATSZ A I
Street 2:	2401 QUARTERS RD; BLDG 12500
City:	FT LEE
State:	VA
Zip/Postal Code:	23801-1705

Click on **Back** or close screen until you return to the **SAO Welcome Screen**.

Country Information

On the **My Country** screen above, click on **Country Info** (scroll to the right, if you need to). Again, this is the Country Profile information uploaded from TMS.

Click on **Back** and return to the **My Country** screen above.

Create MASL and STL Reports

You might also want to take a look at the Create MASL and STL Report functions. These simple query

functions that allow you to look at your STL data and all MASL data in many different ways.

On Line Chat Function

Just recently, Mr. Elliott made available an on-line Chat function. You might want to give it a try with some of your fellow class members who are logged on.

A Work in Progress

Again, you are invited to provide your feedback to Mr. Ron Elliott at: ron.elliott@netsafa.navy.mil. Your desires and comments will certainly help to guide where the SAO Training Web goes in the future.

When you are finished

Please let your Instructor know. Don't forget that you will need to *read* your **Training Plan** and *review* your **TMS STL Reports** for your **Country's training program**. If possible, do this before the scheduled **Video Tele Conferences**. Be sure and ask your instructor anything that you don't understand on these documents.

THANK YOU for using this Exercise to acquaint you with the ITM Web Site, SAN Training, TMS Lite program, and the new SAO Training Web. If you have any questions on these systems, please contact:

Training Functional Manager --	charles.collins@disam.dsca.mil
TMS Project Manager --	tom.dop@disam.dsca.mil
TMS Developer --	aaron.prince@disam.dsca.mil
SAO Training Web Developer --	ron.elliott@netsafa.navy.mil

The following DISAM point of contact screen is available at anytime from the **TMS Main Menu** screen. Just *click* on **Ctrl** and **T**.

